



## **Pastoral Leader**

### **Salary**

NJC Scale Point 19 £25,927 pro rata

Actual salary £22,564

Working 37 hours per week term time only plus 5 days

### **Line of responsibility**

Directly responsible to the Senior Leader/s responsible for Behaviour and Attitudes, Safety and Wellbeing.

### **Job purpose**

The Pastoral Leader is responsible for:

- Ensuring that the school's standards and expectations for behaviour at social times and in the learning environment are met so that all students can thrive socially, emotionally and academically.
- Leading a student behaviour support service that meets the needs of students who require help in overcoming barriers to learning, both inside and outside school, that prevent them from achieving their full potential.
- Designing and delivering programmes to students and their families to prevent and reduce exclusions and improve progress and attendance, in liaison with the line manager, school staff and other professionals.
- Identifying those students who would most benefit from inclusion programmes, identifying support plans with appropriate targets in consultation with the pastoral team, teachers and SEND co-ordinator.
- Providing advice and co-ordinating practical guidance to students and their parents/carers/families.
- Working within the systems and structures of the school and following agreed protocol and established school policies.
- Day to day management of the inclusion system.
- Contributing to the overall ethos, work and aims of the school.

### **Duties and responsibilities**

Main duties and responsibilities are indicated below. Other duties of an appropriate level and nature may also be required, as directed by the Headteacher.



## Job specification

### Operational

- S/he shall establish and maintain good relationships with all students, parents/carers, colleagues and other professionals.
- S/he shall maintain a professional relationship with students at all times.
- S/he shall understand and implement the school's behaviour policy and code of conduct including the issuing of rewards and sanctions within the school's policies and procedures.
- S/he shall establish and implement processes to effectively identify students requiring support and liaise with other staff as appropriate.
- S/he shall make use of existing assessment data and assist with gathering information, updating records and reviewing systems or records as directed.
- S/he shall design, manage and run inclusion programmes to support students in overcoming barriers to learning, including setting an appropriate climate for learning/being on task.
- S/he shall attend, support, co-lead and lead pastoral assemblies.
- S/he shall be highly visible during social times and lesson times, both before, during and after school hours.
- S/he shall undertake student supervision at social times and after school detentions.
- S/he shall contribute to the monitoring, evaluation and development of the behaviour support and inclusion strategies within the school.
- S/he shall support the re-integration of students who have been subject to exclusions and/or long periods of absence from school.
- S/he shall facilitate the sharing of information with all relevant agencies in line with school policies and procedures including attending/leading meetings with external agencies.
- S/he shall receive visitors/callers to the school, for example, parents/carers, professionals from outside agencies, and deal with enquiries as required, maintaining security requirements and confidentiality.
- S/he shall initiate and maintain contact with parents/carers/families to ensure a positive relationship with the school and shall keep them informed of their child's needs and progress to secure their support and involvement.
- S/he shall ensure that any incidents of unacceptable behaviour or issues of concern are reported as required.
- S/he shall carry out home visits to students causing concern providing parents/carers with necessary information and making appropriate referrals as appropriate.



- S/he shall attend meetings with parents/carers and other professionals, provide information at court hearings, and prepare and submit reports as required.
- S/he shall liaise with staff, outside agencies, parents/carers, social workers, other schools and organisations, and attend to queries as required.
- S/he shall be an assisting point of contact between various agencies where a multiple agency approach is required, to ensure that the student's needs are met in a focused and integrated manner.
- S/he shall participate in school and local initiatives, working with the police and other agencies as required.
- S/he shall ensure that ICT is used effectively to support learning activities.
- S/he shall report any welfare and/or child protection concerns in accordance with school policies.
- S/he shall deal with any immediate problems or emergencies according to the school's policies and procedures.

#### **Administrative**

- S/he shall ensure that all administrative duties, checks, documentation, reports and returns (internal and external) are completed accurately and submitted within required deadlines.
- S/he shall collate information, statistics and prepare reports as required by her/his line manager, the Headteacher and the board of trustees.
- S/he shall undertake responsibility for administration relating to all areas within her/his remit.
- S/he shall maintain both manual and computerised records and filing systems relating to all areas within her/his remit, and extract information as required.
- S/he shall take minutes/notes in meetings as required and circulate associated information.
- S/he shall deal with correspondence promptly and as required.
- S/he shall ensure that financial procedures and activities are carried out within the department as required, for example, placing purchase orders and authorising invoices for payment.

#### **General**

- S/he shall attend parents' evenings, open days, school events and meetings with parents/carers and other professionals as required.
- S/he shall invigilate school and public examinations and tests as required.
- S/he shall escort students on educational visits and participate in extra-curricular activities as required.
- S/he shall attend relevant meetings and training sessions.



- S/he shall undertake first aid training and responsibilities as required.
- S/he shall keep up-to-date with associated developments and changes in requirements and regulations, and communicate appropriate information to colleagues.
- Any other appropriate duties as directed by the Headteacher.